

HIPAA CORE TRAINING GUIDE

First time Guide

JKO WEB PAGE

<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

JKO Screen Shots Follow



SYSTEM ADVISORY
JKO will be unavailable on Monday, 8 June 2015,
from 0900-1030 ET due to scheduled maintenance.

DoD Warning Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Ok

Login

Username:

Password:

Login

[Forgot Username?](#) [Forgot Password?](#)

[Received a token? Click here.](#)

CAC Login

[Login using my CAC](#)



Follow the appropriate process.
NOTE:
Students/Shadow Program and Red cross volunteers you will need a Sponsor.

JKO
JOINT KNOWLEDGE ONLINE

Joint Knowledge Online

DHA/MHS Training and access to the HIPAA course.
[Go to Defense Health Agency/Military Health System Education and Training](#)

Login Options
[Login with CAC \(Internet Explorer only\)](#)
[Returning student, used CAC before but want a username/password login](#)

First Time Student, no CAC
[I have a MIL, GOV, NPS, EDU or DODEA, EDU address](#)
[I do NOT have a MIL, GOV or NDU, EDU address or I am a Multi-National Student](#)

JS-US007: Level I Antiterrorism Awareness Training
[CAC users click here and search for "antiterrorism" in the course catalog](#)
[Non-CAC users click here](#) (i.e. Family Members, Dependents, Contractors w/o JKO Accounts)

SEJPME is here! ([Click to watch video](#))

Account/Login Assistance:
JKO Help Desk Monday - Friday 0700-2300 EST
jkohelpdesk@jten.mil or COMM: 757-203-5654, DSN: 668-5654

Login

Username:

Password:

Login

[Forgot Username?](#) [Forgot Password?](#)
[Received a token? Click here.](#)

CAC Login

[Login using my CAC](#)

JOINT KNOWLEDGE ONLINE

Or login with your CAC
NOTE: all new hires your CAC Card works for this training no sponsor required!

DHA Education & Training

[My Profile](#) [Help](#)

RED label indicates a required field

[Test Email](#)

Personal Data

First Name: EDWARD

Middle Name: V

Last Name: AVANT

Role: Student

[Reset my Password](#)

User Name: EDWARD.AVANT

Edipit: 1011773350

Country of Citizenship: UNITED STATES

Career Information

Account Type: Government Service Civilian

Pay Grade: 11

Branch of Service: Army

Duty Station: ft carson

Organizations

Primary Organization: JJKO -> MHS-Military Health System

[Select Primary Organization](#)

Secondary Organization: None Assigned

[Add Secondary Organization](#)

Audience Association

Available (* looked from joining)

2d MEB CHAP

2d MEB IMO

2d MEB J-1

2d MEB J-2

2d MEB J-3

2d MEB J-3 COPS

2d MEB J-3 FSC

Selected (* looked from dropping)

[Copy](#)

[Remove](#)

Contact Information

Business Email: edward.v.avant.civ@mail.mil

[Save](#)

[Reset](#)

Last Modified By: EDWARD AVANT

Last Modified on: 2015/08/09 12:13:17

You must fill in all red labeled items, don't forget the E-mail at the very bottom

My Profile [Help](#)

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[Test Email](#)

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Middle Name: V

Last Name: AVANT

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[Reset my Password](#)

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Branch of Service: Army

Duty Station: ft carson

Organizations

Primary Organization: 2JKO -> MHS-Military Health System [Select Primary Organization](#)

Secondary Organization: None Assigned [Add Secondary Organization](#)

Audience Association

Available (* locked from joining)

- 2d MEB CHAP
- 2d MEB IMO
- 2d MEB J-1
- 2d MEB J-2
- 2d MEB J-3
- 2d MEB J-3 COPS
- 2d MEB J-3 FSC

Selected (* locked from dropping)

[Copy](#) [Remove](#)

Check your Primary Organization setting, if it is not:
EACH- MEDDAC FT CARSON
(spelling counts!)
Click: Select Primary Organization

User Name: EDWARD AVANT

Edipt: 1011773350

Country of Citizenship: UNITED STATES

Career Information

Account Type: Government Service Civils

Pay Grade: Find an Organization

Branch of Service: Military Health

Duty Station: Apply Filter Clear Filter

* - Indicates Inactive Organization.

Organizations

Primary Organization: (JKO) - Joint Knowledge Online *

Secondary Organization: (MHS) - Military Health System

Audience Association

Available (* locked for)

2d MEB CHAP

2d MEB IMO

2d MEB J-1

2d MEB J-2

2d MEB J-3

2d MEB J-3 COPS

2d MEB J-3 FSC

4

Select Organization Cancel

Save Reset

1. In the search box type in:
(spelling counts!)
**EACH- MEDDAC FT
CARSON**
(then apply filter)

2. Select:
**EACH- MEDDAC FT
CARSON**

❖ Click on select
organization

User Name:
Edipi:
Country of Citizenship:

Career Information

Account Type:
Pay Grade:
Branch of Service:
Duty Station:

Organizations

Primary Organization: [xJKO -> MHS-Military Health System](#) [Select Primary Organization](#)
Secondary Organization: None Assigned [Add Secondary Organization](#)

Audience Association

Available (* locked from joining)

- 2d MEB CHAP
- 2d MEB IMO
- 2d MEB J-1
- 2d MEB J-2
- 2d MEB J-3
- 2d MEB J-3 COPS
- 2d MEB J-3 FSO

Selected (* locked from dropping)

[Copy](#) [Remove](#)

Contact Information

Phone / Email Information:

Business Email:

[Save](#) [Reset](#)

Last Modified By: EDWARD AVANT
Last Modified on: 2015/06/02 10:10:06

Then click
save

This page contains dynamic content - Highest Possible Classification is UNCLASSIFIED/FOR OFFICIAL USE ONLY

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



Education & Training



My Training

Course Catalog

Certificates

Community

WS_My Profile

WS_My Profile

My Profile Help

RED label indicates a required field

Test Email

Personal Data

First Name: EDWARD

Middle Name: V

Last Name: AVANT

User Name: EDWARD.AVANT

Edipit: 1011773350

Country of Citizenship: UNITED STATES

Role: Student

my Password

Career Information

Account Type: Government Service Civil

Pay Grade: 11

Branch of Service: Army

Duty Station: ft carson

Organizations

Primary Organization: JKO -> MHS-Military Health System [Select Primary Organization](#)

Secondary Organization: None Assigned [Add Secondary Organization](#)

Audience Association

Available (* locked from joining)

2d MEB CHAP

2d MEB IMO

2d MEB J-1

2d MEB J-2

Selected (* locked from dropping)

Copy

You will now see the tab selections!

Go to the top of the My Profile page and Select Course Catalog

This page contains dynamic content - Highest Possible Classification is UNCLASSIFIED/FOR OFFICIAL USE ONLY

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



Education & Training



My Training Course Catalog Certificates Community

My Profile Help Refresh

Courses Curricula

Browse Course Catalog.

You may browse the Course Catalog below. Use the input and selection fields above to filter your results.

Search

Clear Search

Results per Page: 10

Partial Course #	HIPAA	Exclude Enrolled Courses: <input type="checkbox"/>
Course Number	Title	Course Status
081SDL10-00CDL-0003	Medical Profiles Link	Enroll
AFR-CMD-RM-100	Records Management Training for ROs	Enroll
AFR-CMD-RM-101	NARA Records Management for Everyone Link	Enroll
AFR-CMD-RM-103	HP TRIM End User Training Link	Enroll
AFR-J7TNG-CR-ORD101	AFRICOM Orders Writing 101 Link	
AFR-J7TNG-CR-ORD101T	USAFRICOM Orders Writing 101 Test (.5 hr) Link	Enroll
AFR-J7TNG-DL-APC001	APC 001: Joint Planning Overview Link	Enroll
AFR-J7TNG-DL-APC002-14	APC 002-14: Joint Operational Planning Link	Enroll
AFR-J7TNG-DL-APC003	APC 003: Security Cooperation Link	Enroll
AFR-J7TNG-DL-APC004	APC 004: Command and Control Link	Enroll

« 1 2 3 4 5 6 7 8 9 10 »

1. Type in: **HIPAA**
(spelling counts!)

2. Then
click
search

Contact the help desk at:

servicecenter@dha.mil • (800) 600-9332 • DSN 312-838-3000

"Train for the Mission. Educate for a Lifetime."

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



Education & Training



Course Catalog

Certificates

Community

File Help Refresh

Courses

Browse Course Catalog.

You may browse the Course Catalog below. Use the sort and selection fields above each column to filter your results.

Search

Clear Search

Results per Page: 10

Partial Course #	HIPAA	Exclude Enrolled Courses:	<input type="checkbox"/>
Course Number	Title	Course Status	
DHA-US001	HIPAA and Privacy Act Training <small>Link</small>	Enroll	
DHA-US117	AHLTA: Site HIPAA Audit of v3.3 Records (Virtual Classroom) <small>Link</small>	Enroll	

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"Train for the Mission...Educate for a Lifetime"

Select enroll,
make sure course
is
HIPAA DHA-US001

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



Education & Training



My Training

Course Catalog

Certificates

Community

My Profile

Help

Course Enrollment - DHA-US001

Would you like to enroll in DHA-US001 -HIPAA and Privacy Act Training?

Continue

Cancel

Courses

Curricula

Browse Course Catalog

You may browse the

Search

Course Number

DHA-US001

DHA-US117

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"Train for the Mission...Educate for a Lifetime"

Click
Continue!

Click
Launch.

DHA Education & Training

My Training Course Catalog Certificates Community

My Profile Help Refresh

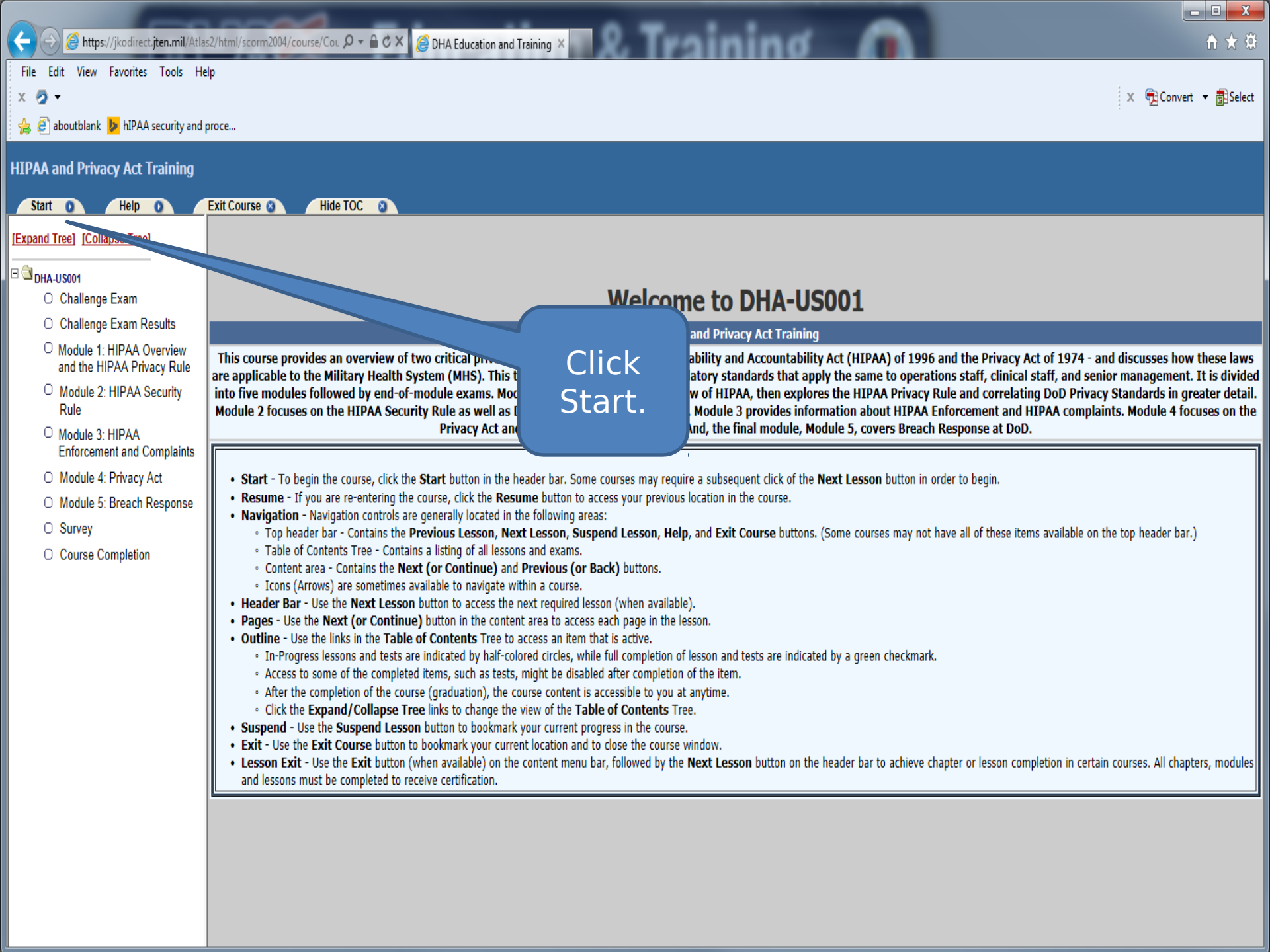
Browse Course Catalog.
You may browse the Course Catalog using the input and selection fields above each column to filter your results.

Search Clear Search Results per Page: 10

Partial Course #	HIPAA	Exclude Enrolled Courses: <input type="checkbox"/>	
Course Number	Title	Course Status	
DHA-US001	HIPAA and Privacy Act Training Link	Enrolled Launch	
DHA-US117	AHLTA: Site HIPAA Audit of v3.3 Records (Virtual Classroom) Link	Enroll	

Contact the help desk at:
servicecenter@dha.mil • (800) 600-9332 • DSN 312-838-3000

"Train for the Mission...Educate for a Lifetime"



Click
Start.

Welcome to DHA-US001

and Privacy Act Training

This course provides an overview of two critical privacy laws that are applicable to the Military Health System (MHS). This training is divided into five modules followed by end-of-module exams. Module 1 provides an overview of HIPAA, then explores the HIPAA Privacy Rule and correlating DoD Privacy Standards in greater detail. Module 2 focuses on the HIPAA Security Rule as well as the Privacy Act and the Freedom of Information Act. Module 3 provides information about HIPAA Enforcement and HIPAA complaints. Module 4 focuses on the HIPAA Privacy Rule, and the final module, Module 5, covers Breach Response at DoD.

- **Start** - To begin the course, click the **Start** button in the header bar. Some courses may require a subsequent click of the **Next Lesson** button in order to begin.
- **Resume** - If you are re-entering the course, click the **Resume** button to access your previous location in the course.
- **Navigation** - Navigation controls are generally located in the following areas:
 - Top header bar - Contains the **Previous Lesson**, **Next Lesson**, **Suspend Lesson**, **Help**, and **Exit Course** buttons. (Some courses may not have all of these items available on the top header bar.)
 - Table of Contents Tree - Contains a listing of all lessons and exams.
 - Content area - Contains the **Next (or Continue)** and **Previous (or Back)** buttons.
 - Icons (Arrows) are sometimes available to navigate within a course.
- **Header Bar** - Use the **Next Lesson** button to access the next required lesson (when available).
- **Pages** - Use the **Next (or Continue)** button in the content area to access each page in the lesson.
- **Outline** - Use the links in the **Table of Contents** Tree to access an item that is active.
 - In-Progress lessons and tests are indicated by half-colored circles, while full completion of lesson and tests are indicated by a green checkmark.
 - Access to some of the completed items, such as tests, might be disabled after completion of the item.
 - After the completion of the course (graduation), the course content is accessible to you at anytime.
 - Click the **Expand/Collapse Tree** links to change the view of the **Table of Contents** Tree.
- **Suspend** - Use the **Suspend Lesson** button to bookmark your current progress in the course.
- **Exit** - Use the **Exit Course** button to bookmark your current location and to close the course window.
- **Lesson Exit** - Use the **Exit** button (when available) on the content menu bar, followed by the **Next Lesson** button on the header bar to achieve chapter or lesson completion in certain courses. All chapters, modules and lessons must be completed to receive certification.

Browser window showing the URL: <https://jtkodirect.ten.mil/Atlas2/html/scorm2004/course/Col...> and the page title: DHA Education and Training.

HIPAA and Privacy Act Training

Navigation buttons: Previous Lesson, Next Lesson, Suspend, Help, Exit Course, Hide TOC.

[Expand Tree] [Collapse Tree]

DHA-US001

- ☒ Challenge Exam
- ☐ Challenge Exam Results
- ☐ Module 1: HIPAA Overview and the HIPAA Privacy Rule
- ☐ Module 2: HIPAA Security Rule
- ☐ Module 3: HIPAA Enforcement and Complaints
- ☐ Module 4: Privacy Act
- ☐ Module 5: Breach Response
- ☐ Survey
- ☐ Course Completion

HIPAA and Privacy Act Training

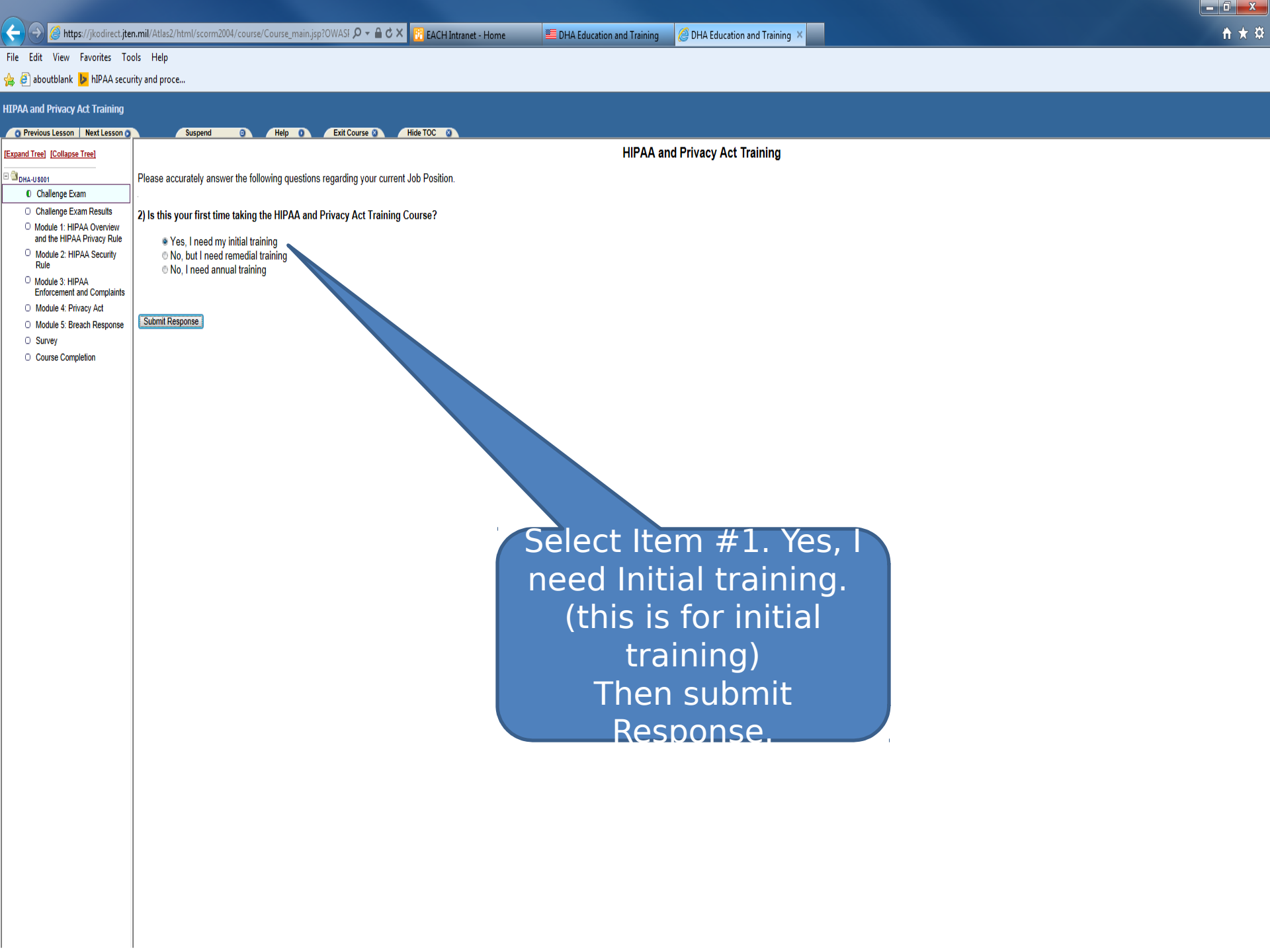
Please accurately answer the following questions regarding your current Job Position.

1) Select your current Job Position:

- ☐ Ancillary Clinical
- ☐ Patient Services
- ☐ Medical Records
- ☐ Nursing
- ☐ Provider
- ☐ Operations and Finance
- ☐ Support Services
- ☐ Information Systems
- ☒ Senior Management

Submit Response

Select job position, and submit response. Do not worry if not exactly in your field; all go to the same training process.



HIPAA and Privacy Act Training

Please accurately answer the following questions regarding your current Job Position.

2) Is this your first time taking the HIPAA and Privacy Act Training Course?

- ☒ Yes, I need my initial training
- ☐ No, but I need remedial training
- ☐ No, I need annual training

Submit Response

Select Item #1. Yes, I need Initial training.
(this is for initial training)
Then submit Response.

Mr. Avant @ 719-526-7046